

DEPARTMENT OF MOTOR VEHICLES
JOB OPPORTUNITY
ASSISTANT ACCOUNTANT(PART-TIME)
FISCAL SERVICES

PLEASE FOLLOW THE SPECIFIC APPLICATION FILING INSTRUCTIONS AT THE BOTTOM OF THIS PAGE!

Open To: Candidates on current exam list or lateral transfer

Location: Fiscal Services

Job Posting No: 78748

Hours: Monday – Friday, 34 hours

Hourly Pay: \$25.19

Closing Date: August 22, 2013

Eligibility:

To be considered for the Assistant Accountant position, candidates must be employed in this classification, or have applied for the Assistant Accountant exam, and be on a current Certification List promulgated by the Department of Administrative Services for Assistant Accountant.

Examples of Duties:

Anticipated duties of the Assistant Accountant position within the Fiscal Services Unit of the Department of Motor Vehicles include but is not limited to: Maintain an interrelated group of accounts including classifying and recording transactions; reconciling accounts; examines financial documents to ensure accuracy and conformance with requirements by reviewing related records, provisions and/or regulations; maintains accounts receivable including preparing and processing billings, maintaining related accounts, managing accounts receivable, making and recording adjustments; auditing invoices or payments for accuracy and compliance with state regulations.

Knowledge Skills and Abilities:

The preferred candidate will be proficient with computer skills, specifically Microsoft Office Suite (Excel and Word) in order to effectively build spreadsheet reconciliations and prepare correspondence. Knowledge of bookkeeping and financial record keeping principal and practices; knowledge of basic governmental accounting principles and practices including, general accounting principles, accounts payable and accounts receivable. Knowledge of Core-CT PeopleSoft (State of CT Accounting Software). Knowledge of QuickBooks software preferred. Basic interpersonal skills; considerable arithmetical ability, ability to understand and apply statutes and regulations; oral and written communication skills are required.

General Experience:

Knowledge of an ability to apply basic accounting and auditing principles and practices. Proficiency in the use of computer software; interpersonal, oral and written skills are required.

Note: The filling of this position will be in accordance with reemployment, SEBAC, transfer, promotion and merit employment rules, if applicable.

Application Instructions: Complete an Application for Employment (CT-HR-12) indicating Assistant Accountant on the Job Title line. Mail to: Human Resources, Department of Motor Vehicles, 60 State Street, Room 235, Wethersfield, CT 06161. Applications can be downloaded from www.das.state.ct.us/exam. Please Note: Due to the large number of expected applicants we cannot confirm receipt of application materials.

AN AFFIRMATIVE ACTION/EQUAL OPPORTUNITY EMPLOYER

The State of Connecticut is an equal opportunity/affirmative action employer and strongly encourages the applications of women, minorities, and persons with disabilities.